

Montana Street Magnet School's Extended Day Contract

2018 - 2019 Information and Payment Schedule

Extended Day is offered to parents with a choice of signing up for 3 or 5 days only.

The following payment schedule will be implemented:

1. A \$5.00 Registration fee is required for every student (non-refundable).
2. The fee is \$25.00 per week per child or \$15.00 per week per child for 3 days.
3. There will be a late fee for students picked up after 5:30 p.m. The fee is \$1.00 for every minute late and will need to be paid upon pickup.
4. **Payment must be made on or before Friday prior to the upcoming week.** An Extended Day envelope will be provided. Please complete information on the envelope. If paying by check, please make sure that a valid phone number is listed on the check.
5. If a child misses an entire week, the parent must pay as the slot is held. The Extended Day staff is hired according to enrollment numbers. No refunds or credits will be given.
6. If a child is withdrawn from the program, the Extended Day coordinator must be given a 2 week notice in writing prior to the withdrawal.
7. **Parents will be responsible for keeping up with Extended Day receipts for tax purposes.** The Extended Day receipts will be given to parents only.

- REFUNDS WILL NOT BE GIVEN FOR NON-ATTENDANCE
- ABSOLUTELY NO CREDIT WILL BE EXTENDED

Rates are as follows: Please check which attendance rate will apply.

_____ Weekly Rate - \$25.00 per child

_____ 3 Days - \$15.00 per child

My child/children will be in Extended Day on the following days – select the 3 days your child will attend:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

There will be a \$5 daily rate on the following dates: August 8th – 10th and October 15th – 16th. All other weeks with a one day holiday such as Labor Day, Veterans' Day, M.L. King Day, etc. will be charged the customary weekly rate.

My signature below indicates that I have read and understand my responsibilities as outlined under "Information and Payment Schedule". If for any reason I do not abide by the aforementioned guidelines, I am forfeiting my child's privilege to participate in the Extended Day Program which will be terminated immediately.

Child's Name (Please Print)

Grade

Parent's Signature

Date

Mrs. Tina Richards, Extended Day Coordinator

Ms. Sue Clark, Principal

**MONTANA STREET MAGNET SCHOOL
Extended Day Program**

2018 - 2019 REGISTRATION FORM

CHILD'S NAME _____ AGE _____ GRADE _____

ADDRESS _____ PHONE # _____

MOTHER'S NAME _____ Mother's Work Place _____

Mother's Work Number _____ Mother's Cellular Number _____

Mother's E-mail Address _____

FATHER'S NAME _____ Father's Work Place _____

Father's Work Number _____ Father's Cellular Number _____

Father's E-mail Address _____

MEDICAL INFORMATION: (ALLERGIES, NOSEBLEEDS, MEDICATION, ETC.) () YES () NO
IF YES, PLEASE EXPLAIN:

NAME AND PHONE NUMBER OF EMERGENCY PERSONS TO CALL:

(1) _____ PHONE # _____

(2) _____ PHONE # _____

(3) _____ PHONE # _____

IS CHILD COVERED BY INSURANCE () YES () NO

DOCTOR'S NAME _____ PHONE# _____

PERMISSION TO SEEK MEDICAL TREATMENT IF UNABLE TO REACH PARENTS () YES () NO

PERSON WITH PERMISSION TO PICK UP CHILD OTHER THAN PARENTS:

(1) _____ PHONE # _____

(2) _____ PHONE # _____

(3) _____ PHONE # _____

BROTHERS' AND SISTERS' NAMES AND AGES:

PARENT SIGNATURE

DATE

Montana Magnet School Extended Day Guidelines for Behavior

Extended day hours – 3:00-5:30
Late charge is \$1.00 per minute, per child

Dear Parents,

Our extended day program is a continuation of the regular school day and the same behavior is expected such as being respectful, responsible, and resourceful.

Listed below is how the extended day program functions:

- Students are escorted to the lunchroom by a classroom teacher.
- If students have homework, they will start working upon arrival. If students do not have homework, they will read their AR book. Kindergarten and first grade students will sit quietly until roll is called.
- Students will receive a snack at approximately 3:30. The snack given includes a bottle of water and a choice of a salty or sweet snack.
- Students may take their snack outside and then play when their snack is finished. We encourage students to play with other students in the same grade.

We have student aides that assist our certified teachers during the extended day program. Students are to be respectful to the aides in the same manner that they would be to the teachers.

Behavior Expectations:

- Quietly complete homework during " homework time"
- Rocks, sticks, dirt, etc. belong on the ground and students should not be throwing them
- Students must play in a respectful manner (no rough playing, tackling, etc.)
- Students must keep hands and feet to themselves
- Respectful language to peers and teachers is expected

Consequences:

- ❖ 1st warning/redirect the student
- ❖ 2nd warning, time out from playing
- ❖ 3rd warning, contact parent
- ❖ 4th warning, suspended for three days
- ❖ Severe Behavior – automatic suspension at principal's discretion

Extended day is a time to play, be safe, and enjoy being with friends. Thanks in advance for your support in helping us to make this time enjoyable for students. Please take the time to review this information with your child.

Sincerely,

Ms. Clark/Principal

Mrs. Tina Richards/Extended Day Coordinator

Please cut and return this portion to school.

My child and I have reviewed the expectations for the extended day program.

Parent Signature _____

Student Signature: _____

Montana Magnet Extended Day

2018-2019 Payment Schedule

Please remember ALL payments are due in ADVANCE of your child staying at Extended Day. You can make payments weekly, every other week or monthly. If you'd like to pay more than one month in advance you may do so. There are a few weeks that are less than 4 days. Those weeks are \$5 per day. I am also including a monthly payment chart.

Regular week: \$15 a week for 3 days or less and \$25 a week for 4 or 5 days

Short weeks:

- August 8th-10th \$15
- October 15th-16th \$10
- January 3rd-4th \$10
- All other 4 days weeks will go by the customary weekly rate

3 days or less per week	Payment for the month	4 or 5 days per week	Payment for the month
August (through Aug. 31)	\$60	August (through Aug. 31)	\$90
September (through Sept. 28)	\$60	September (through Sept. 28)	\$100
October (through Oct. 26)	\$55	October (through Oct. 26)	\$85
November (through Nov. 30)	\$60	November (through Nov. 30)	\$100
December (through Dec. 20)	\$45	December (through Dec. 20)	\$75
January (through Feb. 1)	\$70	January (through Feb. 1)	\$110
February (through March 1)	\$60	February (through March 1)	\$100
March (through March 22)	\$45	March (through March 22)	\$75
April (through April 26)	\$60	April (through April 26)	\$100
May (through May 23)	\$60	May (through May 23)	\$100

If you have any questions please feel free to email me: tirichards@dothan.k12.al.us

Or call me at the school 794-1475

Thanks, Tina Richards, *Extended Day Coordinator*